

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-006

SUBJECT: Gifts and Donations

PAGE(S): 1 of 1

EFFECTIVE DATE: October 1986

Policy:

All gifts and donations to Cottonwood, Incorporated and/or Cottonwood Foundation shall be directed to the Department of Community Relations/Development and will be acknowledged by the Director of Community Relations/Development.

Procedures:

1. All cash donations will be received and recorded by the Design/Event Coordinator, who will prepare the donation for deposit. The Design/Event Coordinator forwards the funds to the Finance Manager for the bank deposit. The Finance Manager will return the deposit slip to the Director of Community Relations/Development, who will forward to the Accounting Clerk. The Accounting Clerk will balance the monthly bank statement, enter into the accounting system and file for future reference. All Foundation financial paperwork is kept by the Accounting Clerk.
2. All cash donations will be placed in the Cottonwood Foundation unless otherwise specified by the donor or unless some other determination is made in conjunction with the CEO or the Foundation Board of Trustees.
3. A staff person who is contacted by a donor must forward the following information about any gift such as furniture, equipment, etc. to the Director of Community Relations:
 - a. Name of donor/donors and
 - b. Address of same.
 - c. Date received.
 - d. Amount of donation.
 - e. Any other pertinent information regarding intent.
4. The Director of Community Relations/Development shall record all information available and respond in a timely manner with a letter of appreciation to the appropriate person.
5. It may, at times, be appropriate for the Director of Community Relations/Development to refer a donor to an alternate recipient if the gift can not be used at Cottonwood.
6. The CFO reviews the monthly financial report prepared by the Finance Manager as a final check.